

ADMINISTRATIVE NOTES

U. S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

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LIBRARY AND STATUTORY DISTRIBUTION SERVICE TELEPHONE NUMBERS

(While the new GPO TELEPHONE DIRECTORY is being revised, we want to provide you with a list of current phone numbers for GPO staff frequently contacted by Depository Librarians. Keep in mind that for the very first time, in the Fall of 1981, a new GPO TELEPHONE DIRECTORY will go out to all Depositories.)

Baily, Kay	(703) 557-2145	Chief, Library Division
Baldwin, Gil	(703) 557-1688	Section Chief, Classification & Cataloging Branch
Burgesser, Lou	(703) 557-9013	Chief, Depository & Services Branch
Covington, Parker	(703) 557-7670	Chief, Depository Distribution Division
Davis, Colleen	(703) 557-0235	Chief, Depository Mailing Branch
Decker, Frances	(703) 557-9025	Depository and Service Branch
Gillaird, Pat	(703) 557-2145	Secretary, Library Division
Greenberg, Stuart	(703) 557-2135	Chief, Classification & Cataloging Branch
Gulick, Ray	(703) 557-2025	Micropublishing Specialist
Joy, Juan	(703) 557-0404	Chief, Depository Receiving Branch
Lewter, Earl	(703) 557-9025	Depository and Service Branch
MacGilvrary, Dan	(703) 557-3892	Administrative Librarian
Mahar, Joe	(703) 557-2146	Assistant to Chief, Library Division
McLean, Loche	(703) 557-9014	Classification & Cataloging Branch
Morelli, Jeannette	(703) 557-9025	Depository and Service Branch
Ott, Jean	(703) 557-1409	Section Chief, Classification & Cataloging Branch
Redd, Carl	(703) 557-3171	Chief, Depository Processing Branch
Roy, Patricia	(703) 751-4526	Chief, Consigned Stock Distribution Division
Saunders, Virginia	(703) 557-8229	Depository and Service Branch
Smith, Dianne	(703) 557-2050	Secretary, Office of the Director
Spence, Duke	(703) 557-1100	Micropublishing Section
Watts, Carol	(703) 557-1642	Classification Specialist
White, Marion	(703) 557-1688	Section Chief, Classification & Cataloging Branch
Young, Jay	(703) 557-2050	Director, Library & Statutory Distribution Service

LIST OF DEPOSITORY LIBRARIES NOW IN UNITED STATES DIRECTORY OF FEDERAL REGIONAL STRUCTURE

At the request of many librarians who wanted a list of depository libraries to appear in a major reference tool, such a list appears for the very first time in the new UNITED STATES DIRECTORY OF FEDERAL REGIONAL STRUCTURE 1981-1982, on pages 151-202. Similar in format to the UNITED STATES GOVERNMENT MANUAL, the publication was distributed August 19, 1981, Shipping List No. 16,743, Item No. 573-B, GG 4,119:1981-82. Have a look at it!

"LIST OF ITEMS"

A useful tool prepared by GPO's Depository and Services Branch went to depositories with Shipping List 16,359 - Part 1, August 25, 1981, 1st Shipment. It is the LIST OF ITEMS compiled to provide a means of cross reference from Item Number to Classification Number. We hope to revise the LIST on a quarterly basis. Please retain this copy until a future revision is sent.

CLASSIFICATION & CATALOGING REORGANIZATION CONTINUES

The reorganization of the Classification and Cataloging Branch, Library Division, reported in ADMINISTRATIVE NOTES for June 1981, moves ahead. Selection has been made for the position of Classification Specialist, a professional librarian position at the GG-12 level. (The Classification Specialist is: Ms. Carol Watts - PHONE: (703) 557-1642.) Responsibilities within this position include: planning, implementing, coordinating classification and item activities; responsibility for the overall Depository Program item scheme, including item assignment and survey decisions; assuring accuracy and completeness of item information in automated and manual files; directing preparation of the LIST OF CLASSES and related publications; approving new classes and items; rendering professional advice on classification to all staff; and recommending changes in cataloging procedures and in the Classification System. Ms. Watts will assume this position on October 1, 1981.

POLICY STATEMENT WILL APPEAR IN HIGHLIGHTS

The official policy statement of the Superintendent of Documents on "Format of Publications Distributed to Depository Libraries," will be published in full in the October issue of PUBLIC DOCUMENTS HIGHLIGHTS. Watch for it! Below are two key paragraphs excerpted from the policy statement:

"Publications will be sent to depository libraries in either paper or microfiche format. Distribution will be made in microfiche rather than paper format, whenever possible, to minimize the cost of printing and binding and help alleviate

space problems in depository libraries.

"Documents published by Federal agencies in microfiche will be distributed to depository libraries in that format. Documents published in paper format will be reviewed for suitability for conversion to microfiche. Primary considerations will be the physical characteristics of a publication, the nature of its content, and its relationship to other publications. Consistency of format and maintenance of the usability of depository collections will be continuing objectives."

ATTENTION DEPOSITORY LIBRARIANS

Dates for the 1982 "GPO Orientation for Depository Librarians" are shown below. Participation is limited to librarians employed with a Federal depository library.

1982 GPO ORIENTATION FOR DEPOSITORY LIBRARIANS

January - NO WORKSHOP
 February - NO WORKSHOP
 March 22, 23, and 24, 1982
 April 14, 15, and 16, 1982
 May 12, 13, and 14, 1982
 June 16, 17, and 18, 1982
 July 21, 22, and 23, 1982
 August 18, 19, and 20, 1982
 *September 15, 16, and 17, 1982
 October 20, 21, and 22, 1982
 November 17, 18, and 19, 1982
 December - NO WORKSHOP

* When the fall meeting dates of the Depository Library Council to the Public Printing are announced, September's Workshop dates may be re-adjusted, if necessary, so as to fall the week immediately preceding Council. This will enable librarians to better justify their travel requests.

Please submit your request for attendance in writing to the Director, Library and Statutory Distribution Service, 5236 Eisenhower Avenue, Alexandria, Virginia 22304, ATTN: Dianne Smith. Provide your business mailing address, Federal Depository Library Number, telephone number with area code, and a second choice of dates. Selection will be on a first come request basis. We are limited to 15 participants per session.

STATEMENT ON CLASSIFICATION

(The following is a communication from the Classification Specialist to the many Depository Librarians vitally concerned with that area.)

The Superintendent of Documents Classification System is a constantly evolving scheme which by its very nature must respond to the structural changes of the Federal Government and the increasing sophistication of its users. From inception, it has been molded and reworked to accommodate the emergence, reorganization, and demise of agencies.

Depository Librarians have assisted the Government Printing Office in efforts to build the System; and they have served as watchful guardians in helping to preserve the integrity of the class scheme.

The Classification Specialist's role is to evaluate and coordinate the overall system. Depository Librarian input, as always, will be invaluable to our understanding of inconsistencies and errors. Your fresh ideas should enable us to further breakdown classes, as well as item numbers, to better accommodate depository library needs.

In the past, it has proven difficult to answer all "Confirmation of Class Numbers" sheets submitted by librarians, or the large quantities of letters and specific requests. In the future, your letters concerning details will be reviewed and acted upon. The same will be true for suggested policy changes. Many of these decisions will be reflected in shipping list notes, PUBLIC DOCUMENTS HIGHLIGHTS, ADMINISTRATIVE NOTES, and in the MONTHLY CATALOG. But it may still prove a bit difficult to answer all correspondence individually while the forthcoming review and revision of the system is taking place.

Please bear with us for the next few months while work is being performed with the Classification and Cataloging Branch to prioritize needs, record procedures, and examine the system in general.

Another function of the Classification Specialist will be to work with the Depository and Services Branch to identify item number strengths and weaknesses. The present time is most appropriate to correlate class numbers and item numbers: breaking down both into more categories. Refining this aspect of the operation will require librarian input and continued patience.

Librarians will be kept abreast of developments by way of communications, such as this one. Classification updates will appear in our publications as policies evolve.

Please feel free to write to the Classification Specialist at any time, and include a phone number. Your letters are welcome. Ms. Carol Watts, Classification Specialist, Library and Statutory Distribution Service, Government Printing Office, Library (SLL), 5236 Eisenhower Avenue, Alexandria, VA 22304, PHONE (703) 557-1642.

COUNCIL MEMBER DOWN BUT NOT OUT

A very good friend of depository librarians, former Council member John Henry Richter, will not be present at the Fall meeting. He is undergoing heart surgery on September 21st and has asked to be kept informed on depository matters. We will do our very best, and also send a get-well card to his mailing address, P.O. Box 7978, Ann Arbor, MI 48107, where a faithful assistant picks up mail and delivers it to him. We look forward to seeing John Henry at the Spring Council meeting!

CAB UPDATE

Currently we are distributing in microfiche the CIVIL AERONAUTICS BOARD REPORTS, ECONOMIC CASES(see Shipping List 16,192-M, July 13, 1981. Item Number 179, SuDocs CAB 1.21:76). Libraries familiar with the publication know that as a cost saving measure it went from a buckram binding to a paperbound format in recent years. The paperbound format is no longer available through depository distribution and will be discontinued altogether after the publication of volume 81. Until that time CAB will provide some paperbound copies to GPO Sales. Depositories will continue to receive the microfiche format even after paperbound format is discontinued altogether.

"SUPERSEDED LIST"

By this time your library should have received the LIST OF SUPERSEDED DEPOSITORY DOCUMENTS, listed on Shipping List 16,343 - Part 1 (August 19, 1981, 3rd Shipment). The purpose of this LIST is to help depository librarians in weeding superseded documents from their collections. It was compiled by five Regional Librarians: Anne Diamond (Michigan State Library); Clyde Hordusky (State Library of Ohio); John Phillips (Oklahoma State University Library); Pat Sloan (Nebraska Library Commission); and Janis Pivarnik (University of Kentucky Library). Please put this LIST with the INSTRUCTIONS TO DEPOSITORY LIBRARIES. Any comments or updatings for the LIST should be mailed to: Ms. Pat Sloan, Nebraska Library Commission, 1420 P Street, Lincoln, Nebraska 68508.

NEW EDITION OF THE LIST OF CLASSES

A new edition of the LIST OF CLASSES is being printed and will be distributed in the near future. Many existing classes, as well as some new material, have been converted to microfiche for depository distribution. In the updated LIST, those classes which from now on will be distributed only in microfiche will bear "MF" to the right of the item number. This will replace all existing microfiche notation, and will represent those publications which were originally issued in microfiche, as well as conversions. All new decisions will be updated at GPO and will appear in subsequent issues of the LIST OF CLASSES.

Sometimes it takes a little while to obtain a response from GPO's Library and Statutory Distribution Service. We do write letters, but often communicate to libraries through other means. Perhaps the easiest way to insure a prompt reply is to be sure and include an up-to-date telephone number on your letter so that we may call you directly. Occasionally, when the same question comes from a number of depository librarians, we may choose to answer through the ADMINISTRATIVE NOTES, a Shipping List announcement, or PUBLIC DOCUMENTS HIGHLIGHTS. Whatever the method, a reply will be forthcoming.

BOUND CONGRESSIONAL RECORD, VOL. 124, Part 6

A limited number of copies of Vol. 124, Pt. 6 of the BOUND CONGRESSIONAL RECORD (hardcopy) were printed for distribution on Capitol Hill. We were able to obtain a copy for conversion to microfiche for those libraries selecting that format. The PRF lists Vol. 124, Pt. 6 as NEW REQUISITION (PRICED). Sales and Depository copies have not yet been printed. As soon as they are made available, distribution will be made. In the meantime, please do not claim hardcopy version of Pt. 6.

STATEMENT ON PUBLIC AWARENESS CAMPAIGN AVAILABLE

Documents Librarians who may be interested in participating in a nationwide pilot project designed to heighten awareness of Federal documents should write for the STATEMENT ON NERLINET GOVERNMENT DOCUMENTS TASK GROUP'S PUBLIC AWARENESS CAMPAIGN IN NEW ENGLAND. It is available from: Mr. David C. Heisser, Documents Librarian, Tufts University Library, Medford, Massachusetts 02155, PHONE: (617) 628-5000 extension 388.

CHANGES IN GPO MICROFICHE HEADER INFORMATION

In order to comply with the American National Standards Institute (ANSI) Standard Z-39, microfiche header information has changed for some Congressional titles. The affected titles are listed below with a sample of a report, before and after the changes were made.

1. Congressional Senate Executive Reports
2. Congressional Senate Treaty Documents
3. Congressional House and Senate Reports
4. Congressional House and Senate Documents
5. Congressional House and Senate Hearings

SAMPLE BEFORE CHANGE

PROVIDING FOR THE CONSIDERATION OF H.R.3982

H.RP.160

Y 1.1/8:97-160

SAMPLE AFTER CHANGE

PROVIDING FOR THE CONSIDERATION OF H.R.3982,
HOUSE REPORT NO.97-160... HOUSE OF

